Spring 2017 District Test Coordinator Important Tasks Checklist

This document will provide you with a list of important tasks and dates associated with the Spring 2017 AzMERIT Computer-Based Test (CBT) and Paper-Based Test (PBT) administrations.

Done	Task 1 - CBT & PBT	Dates
	Log into TIDE, add new users, correct users, or delete users. District Test Coordinators must verify all personnel who will need access for TIDE, ORS, TA Interface and/or the Data Entry Interface (School Test Coordinators, School Report Viewers, School Teachers, and Test Administrators).	Ongoing
	Notes:	
	 Users with the role of District Administrator (DA) and School Test Coordinator (STC) may assist in adding new users at the school level. 	



- Go to the **Users** task menu under Preparing for Testing.
- Select Add Users, View/Edit/Export Users, or Upload Users.
- Detailed instructions can be found in the *TIDE User Guide* on the AzMERIT portal <u>here</u>.

Dor	e Task 2 – CBT	Dates
	Download, as appropriate, AzMERIT Secure Browser on to devices that will be used by students for CBT testing.	d Ongoing

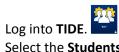
- On the AzMERIT portal, click on the Secure Browser button.
- Download the appropriate Secure Browser on to each device that will be used by students.
- Detailed instructions can be found in the AzMERIT Secure Browser Installation Manual.
- Information about supported operating systems and web browsers, see the AzMERIT System Requirements.
- Technology Resources can be found on the AzMERIT portal here.

Done	Task 3- CBT & PBT	Dates
	Verify District Test Coordinator and Shipping Information in TIDE. All changes or corrections must be made by notifying ADE no later than January 20.	January 3 - 20



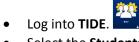
- Select the **Paper Ordering** task menu under Preparing for Testing.
- Select Initial Orders.
- Verify Contact Info.
- If all information is correct, select Verify. If contact information is incorrect, email AzMERIT@azed.gov.

Done	Task 4	- CBT & PBT				Dates
	Log into TIDE to view students associated with your district/schools. Last day to revise enrollments in ADE's AzEDS is January 20.					
	Stude	nt information will be	e based on student	hree times as shown be enrollments in AzEDS a extracted from AzEDS	as of the file	
		File	Extract Date	Data Visible in TIDE		
		Initial	12/20/2016	1/3/2017		
		Intermediate	1/11/2017	1/16/2017		
		Final	1/20/2017	1/25/2017		



- Select the **Students** task menu, and then select **View/Edit/Export Students**.
- Use the School filter to display a list of student records by school or select All Schools. Click **Search**.
- To print or export files select all records to activate the print or export buttons.
- To add or revise enrollments update AzEDS prior to 1/20.

Done	Task 5 – CBT & PBT	Dates
	Log into TIDE and indicate which students require special paper version tests.	January 3 - 27*
	CBT Schools	
	 Braille, Large Print, and Regular Print Special Paper Version test. 	
	 For Large Print and Regular Print Special Paper Version 	
	tests, students must have an IEP that they are unable to	
	use a computer during regular instruction.	
	PBT School	
	 Braille and Large Print Special Paper Version Tests. 	
	*Special Paper Version accommodations marked in TIDE after 1/27/17:	
	Special Paper Version test accommodations marked in TIDE after January 27	
	also have a special paper version tests ordered during the Additional Order window (Task 9).	
	 Special paper version tests may no longer be available during the Additional 	
	Order window.	



- Select the **Students** task menu.
- Select View/Edit/Export Students.
- Click the **Edit** button for the student you want to view.
- Under the Order Special Paper Version (student with IEP) select the appropriate special paper version test.
- Detailed instructions can be found in the TIDE User Guide.

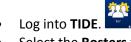
Done	Task 6 – CBT & PBT	Dates
	All new students enrolled in AzEDS after 1/20 that will be participating in spring testing must be added in TIDE.	February 1 – prior to testing
	Students enrolled after 1/20/17:	
	PBT & CBT Schools: Order any Special Paper Version tests for all new students that require special paper version accommodations.	
	PBT Schools: Additional orders may have to be placed if there are not sufficient test booklets available in district overage.	



Select the Students task menu and select Add Students or Upload Students.

Follow detailed instructions in the TIDE User Guide to add or upload students.

Done	Task 7 – CBT & PBT	Dates
	Create rosters for teachers to view student test results in late spring through	February – May 4
	ORS.	

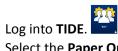


- Select the Rosters task menu.
- Select Add Rosters or Upload Roster.
- Follow detailed instructions in the TIDE User Guide to create or upload rosters.

Done	Task 8 – CBT & PBT	Dates
	Receive and inventory the initial test materials shipments.	March 13-14
	CBT schools: Initial shipment includes <i>Test Coordinator Manuals</i> (TCM), <i>Test</i>	
	Administration Directions (TAD), and Special Paper Version tests.	
	PBT schools: Initial shipment includes test booklets, Special Paper Version	
	tests, TCMs, TADs, and return shipment materials.	

- Log into **TIDE**.
- Select the **Paper Ordering** task menu.
- Select **Order History.**Follow detailed instructions in the *TIDE User Guide* to View Order History.

Done	Task 9 - CBT	Dates
	CBT schools - Additional Order Window for Special Paper Version Tests. Notes:	March 14 – April 7
	 Special Paper Version tests available for CBT schools include Braille, Large Print, and Regular Print Paper Special Version tests. 	
Done	Task 9 - PBT	Dates
	PBT schools - Additional Order Window if there are not a sufficient number of test booklets in the district overage materials or if additional Special Paper Version Tests are needed. Notes: — Special Paper Version tests available for PBT schools include Braille and Large Print tests.	March 14 – 16
	Notes for both CBT & PBT Schools:	
	 ADE will review each additional order prior to shipment. There <u>must</u> be an indication in TIDE for each new student that requires Special Paper Version tests. Special Paper Version tests may no longer be available during the Additional Order window. After placing an additional order check back within 24 hours to check the 	
	status of the order.	



- Select the **Paper Ordering** task menu.
- Select Additional Orders.
- The **Search for Orders** panel will be displayed.
- Enter the quantity of each additional material needed, then click **Save Orders**.
- Follow detailed instructions in the TIDE User Guide to order additional materials.

Done	Task 10 – CBT & PBT	Dates			
	CBT TEST ADMINISTRATION WINDOW				
	Writing* March 27 – April 21				
	3 rd Grade Reading and Math	March 27 – April 28			
	All other Grades Reading and Math	March 27 – May 4			
PBT TEST ADMINISTRATION WINDOW					
	Writing* March 27 – March 28				
	Reading and Math	March 27 – April 7			

- Schools must follow test schedule provided in the *Test Coordinator Manual*.
- *Writing must be administered 1st for ELA.
- Reading and Math do not have to be administered on the same day.

Done	Task 11 - PBT	Dates
	Return testing materials to Measurement Incorporated.	April 10 – April 11
	 Collect and inventory all scorable and non-scorable materials. Follow the packing and return shipment instructions in the <i>Test Coordinator Manual</i>. For Special Paper Version tests follow the directions in the <i>Special Paper Version Test Administration Directions</i>. Contact FedEx at least 48 hours prior to pickup of materials. Last day to contact FedEx April 7. Deadline for materials to be picked up and out of building is April 11. Note: Materials not out of building by April 11 may cause a district to be charged for shipping and test results may be delayed. 	

• Materials not out of building by 4/11/17 contact AzMERIT@azed.gov immediately.

Done	Task 12 – Score Reports to Districts	Dates
	Grade 3 Reports will be available in ORS for districts/charters.	5/12/17
	Grade 3 Paper reports will be delivered to districts/charters.	5/24/17
	Grades 4 – 8 and EOC reports will available in ORS for districts/charters.	5/25/17
	Grades 4 – 8 and EOC reports will be delivered to districts/charters.	6/20/17

Done	Task 13 – Score Corrections	Dates
	Last day to Report Corrections to AIR.	6/30/17

NOTES:				